

<b>TRANSMITTAL SLIP</b>		<b>DATE</b>	31 DEC 1980
<b>TO:</b>			
1 - ADDA <i>in</i>			
ROOM NO.	BUILDING		
7D18	Hqs.		
<b>REMARKS:</b>			
2 - EO/DOA <i>mfp</i> <i>st</i>			
3 - REGISTRY			
<b>FROM:</b>			
Director of Logistics			
ROOM NO.	BUILDING	EXTENSION	
2-C-02			
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.		
			(4)

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31 DEC 1980

MEMORANDUM FOR: Director of Data Processing  
FROM: James H. McDonald  
Director of Logistics  
SUBJECT: Agency Space Steering Committee Meeting -  
Proposed Vertical Access Between ODP  
Computer Centers

DD/A REGISTRY

FILE: Meeting

1. On 22 December 1980, representatives of the Office of Logistics (OL) made a presentation to the Agency Space Steering Committee (ASSC) regarding the proposed vertical access between ODP computer centers (attachment). The various options were discussed with regard to use, cost, space utilization, function, fire safety, maintenance, and operation. The Committee was also informed of coordination with GSA on the project in which GSA suggested the use of a stairwell and a desire to perform both the design and construction of this project in a reasonable time frame.
2. The ASSC agreed the vertical personnel access would provide greater operational efficiency, and despite the space saving feature of the personnel elevator, the Committee suggested the construction of a stairway because it is more practical and more maintenance and operation free than an elevator.
3. Accordingly, OL is prepared to proceed with this project by directing GSA to perform the design and construction of the stairway in a realistic time frame upon obtaining the necessary budgetary and project approvals required by Headquarters regulations.
4. If the Office of Data Processing wishes to appeal the ASSC decision and wishes to present additional information, a presentation may be made to the next ASSC meeting in January. Please advise the undersigned of your desire.

/s/ James H. McDonald  
James H. McDonald

Attachment

cc: ADDA

OL 0 5626